

FOR INTER-DEPARTMENT USES

PACIFIC GAS AND ELECTRIC COMPANY Pacific Gas and Electric Company

DIVISION OR DEPARTMENT V. P. & G. M.



MAY 16 1951

OUR FILE YOUR FILE

SUBJECT Federal Power Commission
Regulations to Govern the Preservation
of Records.

REFERRED TO MR. _____

May 17, 1951.


Superseded

CIRCULAR LETTER EX. #642

(see Standard Practice #2104-1)

HEADS OF DEPARTMENTS
DIVISION MANAGERS

Enclosed is a copy of the Federal Power Commission "Regulations to Govern the Preservation of Records of Public Utilities and Licensees," effective August 1, 1938, with amendments to January 1, 1951.

These regulations differ from those forwarded to you with  letter of December 8, 1938, inasmuch as it is now required that:

1. Each public utility shall designate one or more officials to supervise the preservation and the authorized destruction of its records.
2. At each office of the public utility where records are kept or stored, such records as are required to be preserved shall be so arranged, filed and currently indexed that they may be readily identified and made available to representatives of the Commission.
3. In the general offices of the public utility a master index shall be available showing the physical location of the various classes of records at each storage place, the periods to which such classes of records relate, and locations, names and titles of custodians.

In order to comply with these Regulations, the following procedure is established:

- A. General Office Department Heads and Division Managers are hereby designated to supervise the preservation and indexing of records.

General Office Department Heads are hereby designated to authorize the destruction of records.

Before any records required to be retained for definite periods by these regulations are destroyed, authorization to destroy must be secured in writing from the General Office Department Head concerned.

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B. Each Division and General Office Department will classify the records stored in each location under the general classes shown in the regulations; that is,

- I. Corporate and General
- II. Plant and Depreciation Reserve
- III. Treasury
- IV. Revenue Accounting and Collecting
- V. Payroll and Personnel
- VI. Purchases and Stores
- VII. Operations
- VIII. Statistics
- IX. Miscellaneous

An index will then be set up for the records in each class, showing by locations:

1. Class
2. Code number and letter
3. Name of record
4. Period covered
5. Location (Box, shelf, or other location)

For example:

Revenue Accounting and Collecting - Milpitas.
43(a) Customers Ledgers; 1945-1950 - Substation X.
45(a) Collection Sheets, 1949 and 1950 - Substation X.
(b) Bill Stubs 1950 - Substation X.

Form 62-4790 has been printed for setting up this index and can be obtained by requisition on the Stationery Department. A separate sheet should be used for each record.

C. One copy of the Index for each Division and Department will be forwarded to the office of the General Auditor to serve as a master index.

In July of each year a report by letter of any records added or removed from the various storage locations will be prepared and forwarded to the office of the General Auditor. These reports will be used as a posting medium for recording changes in the Master Index.

Many division records are copies of original records forwarded to the General Office. Such records may be destroyed at any time (see Paragraph (a)(4) on Page (V) of Regulations). Before any such records are destroyed permission must be obtained from the General Office Department Head concerned.

The provisions of Paragraph (c) "Protection and Storage of Records" on Page (V) of the Regulations should be fully complied with.

cc: Executive Officers

enclosure